

Terms & Conditions

Introduction

The management of the Next Steps Centre, hereafter known as the Centre, rests with the Centre management and the Trustees of The Matthew Project.

Centre Policy

The Centre is operated under an equal opportunities code of conduct and a code of behaviour, which is as follows: –

- a. All people will be treated with dignity and respect at all times.
- b. At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be tolerated (e.g. Sexist or racist jokes or terminology).
- c. No one will be harassed, abused or intimidated on any grounds. Incidents of harassment will be treated seriously and the person/persons causing the offence will be asked to leave the Centre.
- d. The Centre management expects a high level of good conduct from the users of the Centre. Centre users/hirers therefore are required to refrain from offensive language and loud/unruly behaviour. Centre users/hirers will respect the premises, avoiding damage to property and unnecessary mess.

Serious breach of the above conditions will result in the offenders being asked to leave the premises.

Use of the Centre

The use of the Centre and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

Application to use the Centre

- a. Application for Centre use shall be made to the Centre Administrator
- b. The right to refuse any application for the use of the Centre facilities is reserved to the Centre management and Trustees.
- c. Programme/course content, scripts for events such as dramas, concerts and the like should be submitted at the time of booking for approval by the Centre management before the booking is confirmed. The Centre management reserves the right to exercise discretion and refuse any event. The Centre management reserves the right to cancel any event where changes to the agreed programme, course or script are made and not notified to the Centre management.
- d. All requirements of use shall be declared to the Centre management prior to the event, when completing the booking form. Any details not covered by the booking form should be included in a covering letter and returned with the booking form. The Centre management reserves the right to levy additional charges for any services or facilities provided at an event which have not been specified on the booking form or in a letter accompanying the booking form.

Booking Conditions

- a. The Hirer shall pay a 100% of the total hire charge within 28 days from receipt of invoice.
The Next Steps Centre reserves the right to refuse further bookings if there are outstanding invoices.
- b. Cancellation of booking shall be made no later than 28 days prior to the event date. Any cancellation made after this time will be charged at the full rate of the original booking.
- c. The Hirer will be held responsible for any damage caused during the period of hire to any part of the Centre, site or property both internal and external. Any damage caused by the Hirer or the Hirer's guests must be paid upon receipt by the Hirer of the total cost of repairs or replacements.

Insurance

- a. The Centre's Public Liability Insurance provides cover for injuries arising from a defect of the premises or of the contents of the building. There is no cover against any injury arising from any action or negligence by the Hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable insurance cover to cover personal accidents, third-party claims, any loss/damage to the Hirer's possessions, or any loss/damage to the Centre and its furniture, equipment and fittings resulting from the hire.
- b. The Hirer shall not use or permit the use of the premises for any unlawful purpose or in any unlawful way. The hirer shall not do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- c. It is possible for a Hirer to take out a Public Liability Policy with most insurance companies for the period of hire. The limit of indemnity for this type of policy should not be less than £2,000,000 (two million pounds).
- d. The Hirer should ensure that their Public Liability Policy includes damage to premises under their control.

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Licensing

- a. The hirer shall be responsible for ascertaining, obtaining and complying with any licences and special fire precautions necessary in connection with the booking.
- b. The Hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Fire Authority, and the Local Authority or otherwise.
- c. The Hirer, shall not allow at any time the sale, purchase or consumption of any alcohol nor any mind altering or intoxicating substance regardless of whether legal or not.

Child Protection Policy

The owners have their own Child Protection Policy, which applies to all its children's workers. Anyone using the premises providing their own childcare workers must assure us in writing that these workers have been properly vetted to work with children and comply with the provision of Section 4 (ii) of the Rehabilitation of Offenders Act 1974.

Safety Requirements

Nothing should be done which will endanger the users of the building and the policies of insurance relating to it and to its contents.

In particular: –

- a. Obstructions must not be placed in any gangways, corridors, stairways or exits. Fire exits must never be obstructed.
- b. The emergency lights must not be covered as they illuminate when power has been cut to show exit signs and routes.
- c. Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose.
- d. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Centre management.
- e. The evacuation procedures are displayed on the wall by the front door. All hirers should familiarise themselves with the nearest exit(s), muster point, and assembly point in so they can guide their delegates from the building in the event of an emergency evacuation
- f. Performances involving danger to the public shall not be given.
- g. Highly flammable substances shall not be brought into, or used, in any part of the premises
- h. No decoration shall be erected or suspended from any part of the premises except by prior consultation and with the written agreement of the Centre management. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of a flammable nature shall be erected or suspended on any part of the premises.
- i. The use of naked flame, smoke machines, lasers and pyrotechnics are prohibited without the prior written consent of The Next Steps Centre.
- j. The First Aid boxes shall be readily available to all users of the premises. They are located in the main office. The Centre management shall be informed of any accidents or injury occurring on the premises.
- k. All electrical equipment brought into the building shall comply with the Electricity At Work Regulations 1989. The Centre management disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

Smoking Policy

There is a strict "No Smoking" policy throughout the Centre. The Hirer is responsible for ensuring that all visitors to the Centre adhere to this policy.

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held in the Centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

Storage

The permission of the Centre management must be obtained before goods or equipment are left or stored at the Centre. Goods or equipment are left at the owner's risk.

Loss of Property

Neither the Centre nor the Centre management can accept responsibility for damage to or the loss or theft of, Centre user's property and effects.

Car Parking

There is limited parking facility at the Centre. When delivering or picking up equipment cars/vans shall not be parked so as to cause an obstruction at the entrance to or exits from the Centre. Car parking on site is prohibited without prior written consent sought from the Centre.

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Care of Property

- a. No nails, spikes, screws or tacks shall be driven into any part of the property.
- b. Furniture and other movable items are not to be moved by the Hirer without prior permission from the Centre Management staff.
- c. No structure of any kind may be erected in any part of the hired premises except with the consent of, and under the supervision of Centre management staff.
- d. All furniture and fittings belonging to or leased by the Hirer shall be removed from the Centre not later than 9am the morning following an event, unless a prior agreement has been made. However, the Centre management reserves the right to ask the Hirer to remove all their items on the same day as the event.
- e. Food and drink must NOT be taken into or be consumed in any area other than the Café without prior permission of the Centre management staff.

Other conditions of use

- a. All notices and placards advertising an event must bear the name and contact point of the Hirer and if applicable, the organisation which the Hirer represents.
- b. Adequate staff must be provided by the Hirer for all activities relating to the Hirers use including, but not limited to, the issuing and checking of tickets to the event, any technical operations and for supervision of the event to ensure public safety. In the event of the Centre providing such staff, charges in addition to the hire charge shall be made.
- c. The Hirer shall not arrange or permit to take place at the Centre during the hiring: –
 - Any broadcasting (visual or sound) of television, radio or mechanical/electronic reproductions.
 - Any filming whether for newsreel or television purposes without first making an application in writing for the approval of the same to the Centre management. Such approval, if granted will be subject to the terms and conditions laid down by the Centre management.
- d. It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be out of bounds.
- e. Internet WiFi Access is provided subject to availability.

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